

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>OOC02810802</u>	DATE POSTED: <u>09/28/15</u>
POSITION NO: <u>242498</u>	CLOSING DATE: <u>OUF</u>
POSITION TITLE: <u>Associate Accountant</u>	
DEPARTMENT NAME / WORKSITE: <u>Office of the Controller/Accounts Receivable Section / Window Rock, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB62A</u>
WORK HOURS: <u>8:00 am to 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>34,028.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>16.36</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Extract Customer Ledger reports from Financial Management Information System (FMIS) on a daily, weekly, monthly basis by Business Unit, Company, Agencies, Districts, category/object codes, and holdover rates in detailed and/or summarized form. Then analyze, verify, report and/or record the results if it is balance to the General Ledger. Export financial data from FMIS to an Excel format. Calculate using data functions; create formula to perform math operation and compare it to previous month's Accounts Receivable (AR) accounts.

Perform rental billing upon receipt of financial documents to invoice; calculate, record and enter the financial data into FMIS system for assigned AR accounts. Prepare invoice and bill Customer according to approved rate within supporting documents or lease agreements requiring billing. Process Customer payments in coordination with Cashiers Section.

Enter journal entries credit memos for adjustments and update assigned AR accounts on FMIS based on modification, holdover, expired, cancelled or terminated Leases or as requested by Program. Write letter to the Business Site Lessees on adjustment(s) made.

Reconcile Customer Ledger accounts to the General Ledgers on a daily, weekly and monthly basis. Generate and extract detailed and/or summarized reports for Internal and External Auditors as requested. Assist, update and/or provide supporting documents for Auditor's review.

Review AR Integrity issues weekly. Resolve Integrity issues by researching and testing data in question. Ensure data integrity and correct discrepancies of master data set-up in the FMIS. Issue documentation for Structured Query Language (SQL) for AR maintenance. Coordinate maintenance with System Support.

Develop and maintain all FMIS users documentation, test AR scripts, Design Book and Training Manuals. Update JD Edwards Enterprise One AR Module based on new upgrades released by Oracle Technical Support team. Initiate new scripts and customize AR script(s) to match its policies and procedures and/or new upgrades released for the modules. Provide FMIS training to new employees. Prepare training materials for live training for End Users. Customize written AR test for End User's certification.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background investigation is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of accounting principles, concepts and practices to successfully perform and complete assignments, and to gain practical understanding and experience in the accounting profession.

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of accounting principle, practices and procedures.

Knowledge of public relations/customer service principles, practices and techniques.

Knowledge of computerized accounting systems and applications including general software applications.

Skill to establish and maintain effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.